



## Lamar University – M.Ed. in Educational Technology Leadership

### Field-based Activities Monthly Report: Log

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

<b>Date:</b> <u>April 28, 2011</u>		<b>Total Internship hours at the start of the month:</b>	246
Week	Functions	Description	Hrs
<b>1</b>	Week's Activities	<b>Prepare computers, teachers, and 5<sup>th</sup> Grade students for the District's online <i>Technology Literacy Assessment</i> (TLA) testing. Administer the test. (6 Hours)</b>	6
	Standard/Indicator	<b>TF-VII.A &amp; TF-VIII.A</b>	
	Communication with Site Mentor	<b>Face-to-Face and Email</b>	
<b>2</b>	Week's Activities	<b>Integrate technology and Core curriculum to evaluate and assess student performance based on TEKS. Use MyData Portal &amp; EInstruction to analyze student strengths and weaknesses. (3 Hours)</b> <b>Prepare computers, teachers, and 5<sup>th</sup> Grade students for the District's online <i>Technology Literacy Assessment</i> (TLA) testing. Administer the test. (6 Hours)</b> <b>Attend professional development on using Web 2.0 &amp; 21<sup>st</sup> Century technology tools; serve as the Technology Integration Mentor for campus &amp; teacher support. (8 Hours)</b>	17
	Standard/Indicator	<b>TF IV.B, TF-VII.A, TF-VIII.A, TF III.D</b>	
	Communication with Site Mentor	<b>Face-to-Face and Email</b>	
<b>3</b>	Week's Activities	<b>Recommend appropriate technology resources to promote safe and healthy use of technology. This will be accomplished via email, class website, professional development, and upon teacher request. (2 Hours)</b>  <b>Use Reasoning Minds with students to integrate</b>	4

		<b>technology, problem-solving, and math curriculum. Evaluate and assess student performance based on TEKS. (2 Hours)</b>	
	<b>Standard/Indicator</b>	<b>TF VI.D, TF III.B</b>	
	<b>Communication with Site Mentor</b>	<b>Face-to-Face and Email</b>	
<b>4</b>	<b>Week's Activities</b>	<b>Technology Integration Mentor: Support, develop, facilitate, and use Web 2.0 technologies in order to provide mentoring and integration of technology on our campus. Research, identify, model, and apply concepts and methods to integrate technology into Core Curriculum. Discuss, evaluate, and integrate 21<sup>st</sup> Century teaching methods and technologies. Assist students and teachers with technologies. Participate in and facilitate continued professional development. Collaborate with students, staff, district, and community on technology integration and related issues to technology. (9 Hours)</b>	<b>9</b>
	<b>Standard/Indicator</b>	<b>TF-VI.C</b>	
	<b>Communication with Site Mentor</b>	<b>Email and Face-to-Face</b>	
<b>5</b>	<b>Week's Activities</b>	<p><b>Provide job-embedded training and provide on-going, in-class support to teachers. (3 Hours)</b></p> <p><b>Technology Integration Mentor: Support, develop, facilitate, and use Web 2.0 technologies in order to provide mentoring and integration of technology on our campus. Research, identify, model, and apply concepts and methods to integrate technology into Core Curriculum. Discuss, evaluate, and integrate 21<sup>st</sup> Century teaching methods and technologies. Assist students and teachers with technologies. Participate in and facilitate continued professional development. Collaborate with students, staff, district, and community on technology integration and related issues to technology. (9 Hours)</b></p> <p><b>Create staff and parent email groups in order to communicate with parents and staff. Send out weekly emails to parents and staff. (2 hours: Maintain &amp; Updated)</b></p> <p><b>Discuss, evaluate, and integrate 21<sup>st</sup> Century teaching methods and technologies. Assist students and teachers with technologies. Participate in and facilitate continued professional development. Collaborate with</b></p>	<b>16</b>

		<b>students, staff, district, and community on technology integration and related issues to technology. (2 Hours)</b>	
	<b>Standard/Indicator</b>	<b>TF III.C, TF-VI.C, TF VI.A, TF VII.B</b>	
	<b>Communication with Site Mentor</b>	<b>Face-to-Face and Email</b>	
<b>Hours worked this month:</b>			<b>54</b>
<b>Total Internship hours to date including this month:</b>			<b>300</b>